Staff Council Meeting Minutes – February 8, 2018

Attendance – 10 meetings since June 2017.

<table>
<thead>
<tr>
<th>2017-2018 Staff Council Member</th>
<th>Term</th>
<th>EEO Category</th>
<th>Present</th>
<th>Meetings Attended Since June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Amie</td>
<td>2018</td>
<td>SSC</td>
<td>Y</td>
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<tr>
<td>Allen, Thomas</td>
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<td>SSC</td>
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<tr>
<td>Andersen, Rik</td>
<td>2019</td>
<td>EEO 3</td>
<td>Y</td>
<td>10</td>
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<td>Bowen, Bill</td>
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<td>Brown, Randy</td>
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<td>EEO 4</td>
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<td>Womble, Lynsee</td>
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</table>

1. **Call to Order** – Amie called the meeting to order at 2:04 called the meeting to order at 2pm
   a. Welcome to Staff Council
      i. Vicki Buckelew
         1. Vicki works in the Division of Institutional Advancement and is completing Kina’s term
      ii. Charles Gonzales
         1. Charles works in the Construction area of SSC and is completing Nikky’s term

2. **Review of Minutes from previous meeting, January 11, 2018**
   i. Michelle moved for approval and Leo seconded her motion
   ii. Passed unanimously

3. **Treasurer’s Reports for November, December and February** (Nancy Hampton)
   i. Lynsee moved to approve and her motion was seconded by Bill

4. **Old Business**

5. **Updates from Staff Council Subcommittees**
a. Employee of the Month (Chair – Michelle Vinyard)
   i. Sam Green is Employee of the Month for February
   ii. Presentation scheduled for Friday, February 23rd at 10:30am
b. Scholarship & Tuition Assistance (Chair – Lora Haasl)
   i. Report of Faculty/Staff usages of our Staff Council Scholarships requested
   ii. Met with Sam Green about Student Employee Luncheon and updated information will be available at the next meeting
c. Staff Appreciation (Chair – Karen Fox)
   i. “I Caught You Caring” begins Monday, February 12th and lasts for a week
      1. Each employee who is nominated is given a one-time deposit on their Buff Gold Card. In previous years the deposit was $3 and there was discussion about increasing the amount to a one-time deposit of $5.
      2. Buffalo Gold Card office helps with some of the funding and other offices/departments are needed to help off-set cost. Staff Council may be paying some in as well.
      3. Kim will check minutes to confirm may have been contributing
      4. Amie suggested that employees who receive more than one nomination are put into a drawing for an additional one-time $25 deposit on their Buffalo Gold Card
         a. Veterans Services will donate the $25
      5. Invited Vicki to be a part of committee and Vicki agreed
d. Election Committee (Chair – Lynsee Womble)
   i. Replaced Kina with Vicki
   ii. April begins nominations for the upcoming year
      1. Start search process with self-nominations
      2. There was a shift in eligible membership after changes were made to EEO categories
      3. Staff Council members include
         a. One member for every 25 employees in an EEO category
         b. Some EEO categories are combined
         c. Four SSC employee representatives
e. Homecoming (Chair – Bill Bowen)
   i. Update for Homecoming 2018
      1. Homecoming celebration is inclusive of entire WT Community
f. Staff Development (Chair – Darcy Lively)
   i. Brain Break Survey
      1. 85 responses and feedback is positive
      2. Half of those who responded have not attended a Brain Break activity
6. New Business
   a. Fill a seat on Parking Committee
      i. Confirm whether or not Kina is continuing on this committee
   b. Dr. Wendler suggests having an ex-officio from Faculty Senate sit on Staff Council and a Staff Council ex-officio sit on Faculty Senate (he also mentioned a softball game between the two parties…). His suggestions were merely to help with collaboration between Faculty Senate and Staff Council.
      i. Softball game is not something that many are in favor of
ii. Perhaps another guided activity
iii. Concerns about timing and length of Faculty Senate meetings

7. Announcements
   a. Master Plan Townhall meeting is February 13\textsuperscript{th} at 5:30pm in Legacy Hall
   b. Black History Month
      i. Keynote tonight at 7pm Legacy Hall-Associate VP of Diversity, Equity and Inclusion Dr. Paul Frazier from Texas Tech

8. Adjournment –
   a. Rik moved for adjournment and his motion seconded by Nancy
   b. Unanimously passed and meeting adjourned at 2:30pm

Next meeting is scheduled for February 22, 2018 at 2pm in the JBK Buff Branding Room 12.

Respectfully submitted by Secretary, Kim Kopke